



February 20, 2008 – Summary Meeting Minutes – Maricopa County Local Emergency Planning Committee

Call to Order/Introductions:

A meeting of the Maricopa County Local Emergency Planning Committee (MCLEPC) was held on February 20, 2008 at the South Mountain Community Center at 212 E. Alta Vista, Phoenix, Arizona. With a quorum being present, Chairman Hal Rosen called the meeting to order at 2:02 pm. Members were then instructed to introduce themselves. Past Chair, Mr. Mike Fusco thanked the Committee for the support while serving as the LEPC Chair. Mr. Fusco stated that in the last two years, members have been held accountable, members have participated in training, and the Committee has been reaching out to the community building relationships and moving forward with issues. Chairman Rosen presented certificates to outgoing members – Tim Jones, Chris West, Bob Horn, and Jack Pike. Mr. Fusco was also given a certificate for serving as Chairperson. Mr. Rosen thanked them for their contributions to the LEPC.

Members/Designees Present:

Tom Abbott	City of Tempe Fire Department
Steve Brittle	Don't Waste Arizona
Justin Dutmers	Honeywell
Michael Fusco, Past Chair	City of Peoria
Rob Gunter	City of Glendale Homeland Security Department
Chris Haupt	DPC Enterprises
Ron Jamison, Vice-Chair	City of Phoenix Fire Department
David Jones	City of Scottsdale Emergency Services
Warren Leek	Maricopa County Dept of Emergency Management
Tim Newbill	City of Goodyear Emergency Management
Susan Nicholas	Maricopa County Department of Public Health
John Power	Maricopa County Environmental Services
Hal Rosen, Chair	Envirosure Solutions, LLC
Cara Sloman	American Red Cross
Gary Smith	KTAR
Michael Trapasso	Univar USA, Inc.
MaryAlice Witzel	Banner Good Samaritan Medical Center

Members Not Present:

Sheriff Joe Arpaio	Maricopa County Sheriff's Office
Cloves Campbell, Jr.	Arizona House of Representatives
Gil Damiani	City of Mesa Fire Department
Craig Blum	Maricopa County Department of Transportation
Al Jensen	City of Tempe Fire Department

Guests:

Dan Roe	Arizona Emergency Response Commission
John Benz	ETC Compliance Solutions
David Karlsrud	Sysco Food Services of Arizona
Tom Donovan	Valley Interfaith Project
Greg Edelen	Albertsons
Andres Chagolla	Maricopa County Small Business Association
Kelvin Bartee	Phoenix Fire Department
DJ Mody	ERS Inc.
Henry Walden Jr.	Gila River Indian Community
Ronald Klein, RN	Maricopa County Department of Public Health
Chris Sanchez	Albertsons Distribution Center
Travis Qualls	Arizona Department of Transportation
Bob Hansen	Tolleson Fire Department

LEPC Support Staff:

Cristina Herrera, Executive Director	Maricopa County Dept of Emergency Management
Alaisha James, Recording Secretary	Maricopa County Dept of Emergency Management

Review/Approve Minutes:

MOTION: Accept the October 2007 minutes as written.

BY: Mr. Mike Fusco

SECONDED BY: Mr. Dave Jones

RESULT: Motion approved unanimously.

Executive Director's Report:

Ms. Cristina Herrera reviewed the handouts in the packet. The documents were as follows:

1. Public Law 110-53; Notice of Proposed Rulemaking for adoption of preparedness standards for the private sector.
1. Notice of Proposed Rulemaking: Arizona Emergency Response Commission reflecting changes for LEPCs.
2. Article from Business Journal – EPA Fines Gilbert Gas company;
3. Updated Membership Roster.
4. Other: HB2215: Emergency Operation Plans; service pets [Included in packet but not mentioned].
5. EPA Region 9 Quarterly Update [on table not in packet].

Ms. Herrera stated that two members have resigned and their organizations have been identified their replacements. She stated that Cara Sloman is replacing Jack Pike and Justin Dutmers is replacing Chris West. She stated that they should be formally accepted under the Membership Subcommittee Report agenda item. She also pointed out that a new Membership Chair must be appointed by the Chair. Ms. Herrera announced that New Membership Orientation (APEX training) will take place on 03/19/2008 at 10:00 am at the Maricopa County Department of

Emergency Management. Ms. Herrera also informed the Committee that the training can also serve as refresher training for current members.

At this time, Mr. Rosen, stated that he is looking forward to Chairing this committee. He pointed out that this group is among the largest committees in the nation. He encouraged the members to be active. He also stated that his door is open to any issues, concerns and for direction. Mr. Rosen further stated that the topic of ethics was discussed between him and Ms. Herrera. He stated that there are some members that represent the private sector and nonprofit organizations. He explained that the information that is presented at meetings cannot be used for commercial purposes if so it must be obtained through the proper channels. Mr. Rosen then presented to Daniel Roe, former Executive Director of the Arizona Emergency Response Commission a going away gift on behalf of the Committee.

Subcommittee Reports:

Planning Subcommittee: Steve Brittle, Chair

Mr. Brittle stated that a subcommittee meeting was conducted in which they did not talk about the Evacuation Drill but that he has been working with Michael Pops in locating a site for the drill and an ammonia refrigeration facility in south Phoenix. Mr. Brittle stated that the LEPC received a letter from the Arizona State Emergency Response Commission regarding changes that needed to be made to the Maricopa County Hazmat Plan. Mr. Brittle stated that most of the changes were cosmetic but that one of the changes was correcting the EAS message formats. He thanked Mr. Gary Smith for pointing these out. Mr. Brittle stated that MCDEM completed the changes and the updated version will be distributed to the Committee. [These changes have been completed and an updated copy of the plan will be distributed after final approval is given by the Commission.] Mr. Brittle stated that the subcommittee also discussed as an LEPC requesting that EHS facilities that file FERP's be encouraged to use the Unidocs system to file with their fire department and LEPC in the first year. He also stated that the subcommittee agreed that more communication between other LEPC's is needed to exchange and/or share ideas.

Membership Subcommittee:

Chairman Rosen asked Mr. Tim Newbill to chair the committee and Mr. Newbill accepted. Ms. Herrera informed the Committee of the two new membership applications that required action.

MOTION: Acceptance of Mr. Justin Dutmers and Cara Sloman as new members.

By: Mr. Mike Fusco

SECONDED BY: Mr. Gary Smith

RESULT: Motion approved unanimously.

Rules Subcommittee: Dave Jones, Chair

Mr. Dave Jones stated that the use of the Robert's Rules of Order must be used to conduct business and that it must be continued. [No further action to be taken on this item.]

Grants Subcommittee: Cristina Herrera, Chair

Ms. Herrera reported that she requested \$2078.00 from the Hazardous Materials Emergency Preparedness (HMEP) Grant and was awarded the full amount. Ms. Herrera stated that the activities to accomplish are; to continue the enhancement of the emergency response plan to

include a drill, continue the community outreach to include emergency planning activities with schools, continue to sponsor the annual Greater Phoenix Ammonia Safety Day event, continue to conduct quarterly meetings and continue to work closely with the Arizona Emergency Response Commission to satisfy the intent of SARA Title III. Ms. Herrera then reported that the Emergency Response Fund Grant request was \$22,038 and was awarded \$19,600 thus creating a shortage of \$2438 in required funds. Ms. Herrera stated that Tolleson, Sun Lakes, Surprise, and Gilbert requested funds for hazardous materials response equipment from this grant. Ms. Herrera asked the Grant subcommittee reconvene to distribute the allocations for the equipment grant based on the award amount. [Meeting is scheduled for March 5, 2008.]

Education Subcommittee:

Ms. Herrera on behalf of Mr. Gil Damiani, Chair, reported that she spoke at the Annual Gatekeeper/Regulatory Roundup and she attended the Yuma Ammonia Safety Day. Ms. Herrera showed two tabletop display panels for comments and was given some recommendations for changes by the Committee.

Chairman Rosen stated he and Ms. Herrera attended a meeting with Mr. Mark Howard and Mr. Dan Roe from the AZSERC regarding APEX training. Chairman Rosen stated he is currently working with Mr. Scott Meyers of AZSERC to set up APEX training modules on a CD. Mr. Rosen feels this will be beneficial to new members and he suggests annual APEX training in the future as well. Mr. Rosen would like to appoint an adhoc committee for this project. Mr. Mike Fusco and Mr. Dave Jones volunteered for the adhoc committee. Ms. Herrera stated that she has spoken with the Education Chair in tasking them with the APEX training. Mr. Jones will contact Mr. Gil Damiani and Mr. Scott Meyer regarding this project.

Policy Recommendations and Electronic Reporting of Facility Data:

[Discussion regarding the electronic reporting system Unidocs was introduced under Plans Subcommittee Reports by Mr. Steve Brittle.] Mr. Rosen asked for more explanation regarding Unidocs such as who will receive the report – the LEPC, the City of Phoenix. Mr. Brittle explained that a few years ago the LEPC was involved in the Boulder Project that developed a software program that allowed facilities to provide their information electronically but it was not web based. He further stated that in California a version of the Boulder Project was developed by industry and fire association. The two programs were compared and their program had added features – fire code etc. He stated that next year the program will become a standard for California because the state has moved to electronic reporting. He stated that it is set up as a free ware and for facilities that have existing computer systems that will load into the Unidocs system confidentially and secure. Mr. Rosen reiterated that there are special requirements in some cities and this may be redundant. He stated that he was not sure if the LEPC can require this system. Mr. Rosen questions if facilities are allowed to use this software and he feels the use of this system should be uniform between fire and LEPC's. Mr. Ron Jamison stated he is checking on the software as well as with other agencies that use this software. Mr. Brittle stated several years ago Phoenix fire stated they would accept electronic reporting. Mr. Rosen expressed concerned and stated this item should be further researched. Mr. Rosen asked Mr. Brittle to contact other cities and bring this item back for further discussion. Mr. Gary Smith stated Unidocs provides uniformity in the collection of information so that it has categorized information that is consistently available. He further stated that now private entities can submit reports in any

format without uniformity. Mr. Smith feels that encouraging a consistent system would be beneficial and efficient for all. Mr. Rosen stated that the idea was great but would like the buy in from the companies/agencies that will use it. Mr. Rob Gunter asked the Committee to consider two items; impact on (future) Tier Two fee structure to fund this program and the information gathered from industry may not be complete as there is no public law requiring this. Mr. Gunter cautioned the Committee about reinventing the process and that all bases be covered before supporting this. Mr. Brittle stated he did not feel any fees should be charged for Tier II reporting. Mr. Brittle stated that this did not pertain to the Tier Two reporting process. Chairman Rosen suggested tabling this discussion. Mr. Daniel Roe stated that there is a [toxic chemical] task force meeting on February 27th that will be discussing what program will be used for information sharing. He stated that there are many tools in existence that support the fire departments such as Eplan. Mr. Roe further stated that there are many pieces to consider such as the financing, administration and legalities such as adoption. Mr. Ron Jamison stated that there is a regional consortium that guides the development of standard operation procedures. Chairman Rosen asked Mr. Brittle to contact the task force and seek further information.

Presentation by Ron Klein, MRSA and Biological Response:

Mr. Klein, Maricopa County Department of Public Health, provided a brief presentation on Methicillin-resistant Staphylococcus Aureus (MRSA). Chairman Rosen requested that an update be provided at the next meeting in April.

Presentation by John Benz, ETC Compliance Solutions: Ms. Herrera stated that she has received several calls from industry folks wanting to know where to obtain employee safety training therefore the presentation today. She also stated that the government sector can obtain their training through sources such as the Arizona Division of Emergency Management. John Benz, Environmental Training Center (ETC) Compliance Solutions provided a presentation on the nature of his company and the training programs and services related to safety and environmental that his company provides. Mr. Benz provided copies of his quarterly training calendar to the Committee members and for the public.

Good of the Order/Announcements:

The public was invited to introduce themselves and the organization/agency they represented. See list of attendees.

Call to Public/Public Comments on Plan:

Andres Chagolla, Southwest Valley Chamber of Commerce, requested to address the committee. Mr. Chagolla wanted to know what the role of the small business community was during emergency preparedness. Mr. Mike Fusco stated that there is a trend towards business continuity. He stated that the Arizona Division of Emergency Management is outreaching to the private sector to include them in emergency preparedness. Other resources were offered to Mr. Chagolla such as the Maricopa County Department of Emergency Management and the LEPC website; all of which have useful tips and instructions on preparedness. Chairman Rosen stated that Ms. Herrera can be contacted for a presentation to his group. Mr. Warren Leek informed Mr. Chagolla that the website Ready.gov can provide information on preparedness.

Adjournment and Next Meeting

Chairman Rosen informed the committee of the next meeting, April 9, 2008 at City of Goodyear City Hall at 2:00pm. [Meeting date has been changed to April 16, 2008.]

MOTION: To adjourn

By: Mr. Gary Smith

SECONDED BY: Mr. Dave Jones

RESULT: Motion passed unanimously.

Respectfully submitted by: Cristina Herrera, Executive Director

- Note 1: These minutes are considered DRAFT until approved at the next formal meeting.
- Note 2: Meetings are open to the public and posted according to the Open Meeting Law.
- Note 3: Members of the public have an opportunity to address the Committee under the *Call to the Public*.
- Note 4: Members of the public have an opportunity to review the Hazardous Materials Response Plan and provide comments.
- Note 5: Agenda items may be taken out of order.